

25 August 2003

Summary Changes to COMNAVRESFORCOMINST/COMNAVSEVTRACOMINST
3500.1 Naval Reserve Non-Prior Service (NPS) Enlisted Personnel
Accession Training and Qualification Management Instruction

1. Establishes NPS units at each reserve activity. (Paragraph 5.e. (2))
2. Changes the method and length of assigning Non-Prior Service (NPS) personnel to a local NPS unit. NPS personnel will remain in the unit until they have completed 84 days of IADT. (Enclosure (2))
3. Tasks the NPS Coordinator at the Reserve Activities to obtain a NRAC quota for each NPS student no later than the second Inactive Duty Training (IDT) weekend after enlistment. Requires that the online form found on the NRAC website be used to schedule and/or reschedule NRAC quotas. (Paragraph 8.a.)
4. Adds requirement that NPS member must pass either an official or mock PFA with a SAT medium prior to attending NRAC. (Enclosure (3), paragraph 2.e. (2))
5. Adds the following requirements for a NPS student to graduate from NRAC:
 - a. Pass a Service Dress Uniform Inspection
 - b. Obtain at least a 3.2 out of 5.0 on the final academic test.
 - c. Obtain Third Class Swimmer Qualification.
 - d. Pass a Personal Fitness Assessment with a minimum of a Satisfactory-Medium. (Enclosure (8), paragraph 2)
6. Directs that waivers to allow member to extend past the one year to attend NRAC will be approved by Naval Reserve Echelon IV Commands. Copies of the approved waivers will be sent to COMNAVRESFORCOM (N7) and NRAC. (Paragraph 5.d. (2))
7. Tasks Naval Reserve Recruiters to enter all data into the Tracker quota control system upon initial enlistment of NPS personnel with the exception of the NRAC class convening date. (Paragraph 5.c. (2))
8. Assigns a Regional Program Manager at the Echelon IV who is a Full Time Support (FTS) of appropriate seniority to monitor and oversee the conduct of basic military training equivalency curriculum at their subordinate commands. (Paragraph 5.d. (1))

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9. Requires Echelon V activities to:

a. Submit electronic Quarter Non-Prior Service Status Report data to their Echelon IV prior to the end of the first drill weekend of the quarter. (Paragraph 5.f. (6))

b. Send all NPS Coordinators to the NPS Coordinator Course (R-950-0012) within three months of assignment. (Paragraph 5.f. (7))

10. Requires Echelon IV Regional Program Managers to submit a quarterly attrition and retention report to COMNAVRESFORCOM (N7). (Paragraph 5.d. (3))

11. Requires the Echelon IV Program Manager to attend the NPS Coordinator Course (R-950-0012) within three months of assignment (Paragraph 5.f. (7))

12. Clarifies that Non-Prior Service (NPS) personnel will not be assigned to a deployable unit until the completion of the Naval Reserve Accession Course (NRAC) and a minimum of 84 days of Initial Active Duty Training (IADT) (Paragraph 4.c)

13. Requires that requests for Orders must be placed in the New Order Writing System (NOWS) no later than eight weeks prior to the members approved class-convening date. (Paragraph 8.b.)

14. Adds required briefing of Third Class Swim Qualifications and NRAC graduation requirements during Phase I training. (Enclosure (1))

15. Explains that students are allowed to attend NRAC in Dental Class III or IV if within the first year in the Naval Reserve. (Paragraph 6.a. (3))

16. Adds additional required training during Phase II. (Enclosure (3))

17. States that the member must qualify for as a Third Class swimmer within three years of enlistment. (Enclosure (3), paragraph 2.3. (1))

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18. Reiterates the requirement of MILPERSMAN 1910-156 to complete the Third Class Swim qualification or member is not be eligible for Class "A" or "C" school, apprenticeship training, extension of enlistment, reenlistment or assignment to any afloat command until successful completion. (Enclosure (3), paragraph 2.3. (1))

19. Directs that NPS personnel will not be assigned any duties or given assignments that will conflict with completing Phase I and II training. (Paragraph 4.d. (1))

20. Reiterates that NPS personnel's first Annual Training (AT) will be at NRAC and must be completed within one year of accession (Paragraph 4.c)

21. Adds a suggested Non-Prior Service Training Unit (NPSTU) Phase II four month Training Schedule (Enclosure (4))

22. Discusses the Naval Reserve Pre-Mobilization Training Course conducted at the Naval Reserve Professional Development Center, New Orleans, LA. (Paragraph 4.d. (4))

23. Establishes COMNAVRESFORCOM (N1) to track completion of the 84-day IADT requirement for each NPS personnel. (Paragraph 5.1. (1). (b))

24. Establishes COMNAVRESFORCOM (N7) as program monitor and oversight. (Paragraph 5.a. (2). (a))

25. Adds Naval Service Training Command (NSTC) and Recruit Training Command (RTC) to the instruction. Tasks RTC to coordinate all aspects of training conducted at NRAC. (Paragraph 5.b. (1). (a))

26. Tasks NSTC, in cooperation with COMNAVRESFORCOM (N7), to develop curricula for the field to support NPS Phase I, II and IV training as necessary. (Paragraph 5.b. (1) (b))

27. Adds requirement that members who are identified as boarder line for bodyfat standards should be monitored on a monthly basis to keep members aware of current PFA readiness. (Enclosure (3), paragraph 2.e. (3))

28. Provides Page 13's to document completion of Phase II and IV training requirements. (Enclosure (6))

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29. Allows Phase II training to be either web-based or classroom instruction. If web-based, the course completion certificate must be presented to the NRAC Coordinator. (Enclosure (3), paragraph 4)

30. Revises Phase IV training requirements. (Enclosure (4))

31. Provides information on new uniform issue procedures via KYLOC and procedures to handle for outstanding uniform requests. (Enclosure (12))

32. Adds a sample Electronic Quarterly Non-Prior Service Status Report. (Enclosure (14))

33. Adds specific topics to be discussed at the Career Development Board (CDB) for each NPS member. (Enclosure (13))